

SECRET

Approved For Release 2002/11/01 : CIA-RDP78-07317A000100350001-5

21 May 1970

MEMORANDUM FOR: Records Administration Branch
SSS/DDS

SUBJECT : Cable Secretariat Records Control
Schedule 12.02-69, Item 10

1. A rewording of the Files Identification and Disposition Instructions for Item 10 is attached for your approval or comment.

2. With the inclusion of the 60 year retention period for film reels in Item 10 of our RCS, we have no objection to the deletion of Item 6 of our VRDS as suggested by

25X1A

25X1A



Executive Officer
Cable Secretariat

Attachment

25X1A

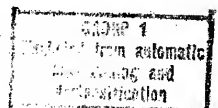
APPROV

CIA Records Administration Officer

3 June 1970
Date

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12.02-69

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

CABLE SECRETARIAT



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RECORDS DISPOSITION AUTHORITY

In accordance with Federal Statutes and Records
Disposition Authorizations granted by the U.S.
Congress the attached Records Control Schedule
12.02-69 for the Cable Secretariat is approved
and implementation of the disposition instruc-
tions is authorized.

STATINTL

Preparation:

Review:

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RECORDS CONTROL SCHEDULE		SCHEDULE NO. 12.02-69 25X1A	
OFFICE, DIVISION, BRANCH		SIGNATURE	
O/DCI, Cable Secretariat		Cable Secretary DATE 24 Oct 69	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	SUBJECT FILE Consists of correspondence, reports, emergency plans, SOP's and other papers which document the policies and procedures pertaining to the processing and distribution of CIA and non-CIA cables and the proper release of outgoing CIA cables. Arranged alphabetically.	6.0	Permanent. Disposal not authorized. Retain in current files area as long as needed for current reference - historical purposes.
2	CAREER SERVICE PANEL FILE Consists of the official minutes and agenda of Cable Secretariat Career Service Panel Meetings. Arranged chronologically.	0.5	Permanent. Disposal not authorized. Retain in current file area indefinitely.
3	PERSONAL WORKING FILES Consists of training handbooks, trainee program schedules, working papers, drafts of proposed regulations, and similar material used primarily for reference purposes. Filing arrangement varies with each file.	8.0	Temporary. Retain in current file area indefinitely. Screen and destroy obsolete material annually.
4	ACTIVITY REPORTS FILE Consists of monthly activity reports prepared for the Executive Director-Comptroller. These reports contain information on the operation of the Cable Secretariat 1952 to present.	2.0	Temporary. Retain in current files area pending completion of Cable Secretariat history.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
5	<p>PERSONNEL FOLDER FILE</p> <p>Consists of unofficial personnel folders maintained on all personnel of the office. Official folders are maintained by the Office of Personnel. Filed alphabetically by name.</p>	4.0	Temporary. Destroy individual folders six months after transfer or separation of employee. 251-2
6.	<p>EMPLOYEE RECORD CARD FILE</p> <p>Consists of OF 4s, Employee Record Card, maintained on each employee and used as a basis for initiating personnel actions; recording personnel actions; training and qualifications, and noting other information needed in the management of Office Personnel. Filed by organizational level and by position thereunder. (1952 to present)</p>	0.2	Temporary. Destroy individual cards upon separation of employee or forward to gaining component upon transfer of employee within the Agency. 251-6
7	<p>TIME AND ATTENDANCE FILE</p> <p>Consists of retained copies of Time and Attendance Reports maintained on personnel of the Office as a record of their sick leave, annual leave, overtime worked, etc. Filed chronologically.</p>	.3	Temporary. Retain for one year; destroy reports more than one year old. 251-94
8	<p>NON-CIA CABLE REFERENCE FILE</p> <p>A. Non-CIA cables classified SECRET and below file is stored in one LEKTRA file, arranged in numerical order by Cable Secretariat assigned control numbers. File is maintained for a period of three months.</p> <p>B. Non-CIA cables classified TOP SECRET. File is stored in 4-drawer combination lock safes. Arranged in pendaflex folders in blocks of 50, in numerical sequence of TSC number assigned. Maintained for approval for release with log covering the block of 50 items. Destruction is covered in the block of 50 items. (continued on next page)</p>	42.0	Temporary. Retain for three months. Destroy oldest cables during fourth month. 251-100
	<p>Maintained for approval for release with log covering the block of 50 items. Destruction is covered in the block of 50 items. (continued on next page)</p>	8.0	Temporary. Retain for one year. Destroy oldest cable during 13th month. Certify destruction of individual items by endorsement on reverse side of log. 251-100

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
	by endorsement of the log which is maintained as a temporary record.		
	(1) Log (certifying destruction) NOTE: Vital Record deposits of duplicate copies of this file (item 8) were discontinued 5 February 1969.		Temporary. Retain with current TOP SECRET file until file destroyed and then file log in temporary log file (item 24). 25-12-6
	C. DCI/LD/SS cables. Discontinued incorporated in DCI cable file. Item 12.		
	D. DCI cables. Discontinued. Incorporated in DCI cable file. Item 12.		
9	CIA CABLE REFERENCE FILE (Hqs. copy)	367.0	Temporary. Retain for one year. Destroy oldest cables during 13th month. 25-12-3a
	A. CIA cables classified SECRET and below. File is stored in four 16 shelf LEKTRA files. Arranged in folders in numerical order of DIR (outgoing) and IN (incoming) series. File is maintained for one year.		See Disposal Authority 25X1
	B. CIA Cables Classified TOP SECRET (Hqs. copy) File is stored in four drawer combination lock safes arranged in Pendaflex folder in blocks of 50 in numerical sequence of TSC number assigned. Maintained for one year together with log.	3.0	Temporary. Retain for one year destroy oldest cables during 13th month. Certify destruction of individual items by endorsement on reverse side of log.
	(1) LOG (Certifying destruction) NOTE: This file (item 9) is duplicated by weekly vital records deposits under VRD Schedule 1010-66 Items 1a and b.		Temporary. Retain in current TOP SECRET file until file destroyed and then file log in temporary log file (item 24).

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ITEM NO.	FILE IDENTIFICATION	RMP 78-07317A	DISPOSITION INSTRUCTIONS
10	<p>CIA MICROFILM FILE</p> <p>Consists of film reels of OSS-SSU-CIG-CIA IN and OUT cables for period beginning 1942 thru June 1963. This file was formerly designated as Signal Center Archives Files. Reels of CIA cables dated from 1 July 1963 forward are a continuation of this file. File is primarily used in name traces. Reels are stored in four 5-drawer combination lock safes.</p> <p>(1) Cardex safe files of index cards for reels.</p> <p>NOTE: Microfilm of this file and index are held in Records Center with a duplicate in the Cable Secretariat at Headquarters.</p>	32.0	Temporary. Disposal not authorized. Retain for 60 years subject to review by appropriate Directorates before destruction. Retire continuation reels to record center at appropriate intervals.
11	<p>DCI MICROFILM FILE</p> <p>Consists of film reels of all CIA cables furnished the DCI for the period April 1953 thru June 1962. Arranged by INCOMING and OUTGOING, by station in numerical order.</p> <p>NOTE: Master microfilm negatives of this file are held in Records Center.</p>	6.0	Temporary. Disposal not authorized. Retain as index of file above.
12	<p>DCI CABLE FILE</p> <p>File consists of one copy of each cable (CIA and non-CIA) furnished to DCI for the period beginning July 1962 to current date. Copies are stored on power shelf files by station within a geographic area. Contents include all classification thru TOP SECRET and all degrees of sensitivity but does not include "NODIS" cables furnished solely to DCI. This file is a continuation of item 11 above with non-CIA cables added.</p>	12.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
13	<p>WORK COPY FILES - Discontinued.</p>	16.0	<p>Permanent. Disposal not authorized. Retain in Diebold power file for six months to one year. Cut off on June 30 and again on 31 December of each calendar year. Withdraw January-June of previous year during January current year and retire to Records Center; withdraw July-December of previous year during July of current year and retire to Records Center.</p>

APPROVED _____

CIA Records Administration Officer

25X1A

3 June 1970
Date

ITEM NO.		FILE IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
14	CHRONO FILE. Discontinued.			
15	CABLE DISTRIBUTION REQUIREMENTS FILE Consists of correspondence from all elements of the Agency concerning individual requirements for cables. Arranged organizationally by office unit symbol and chrono in pendaflex folder.		4.0	Temporary. Review annually. Remove and destroy non-policy memo's draft SOP's and working papers no longer considered useful.
16	NAME FILES A.) Cable Duty Officer Identity File Flexoline panels used in translating names on cables which are forwarded to the DCI. (Sensitive - access within Cable Secretariat limited) B.) Message Center Identity File Flexoline panels containing cryptonyms affecting cable dissemination. (Sensitive - access within Cable Secretariat limited.)		4.6 2.6	Temporary. Retain in CDO area indefinitely, update by additions/deletions as required. Temporary. Retain in CDO area indefinitely, update by additions/deletions as required.
17	JOURNAL OF EVENTS LOG Consists of a log containing a chronology of events during a 24 hour period and action taken by the CDO. Filed chronologically.		0.3	Temporary. Retain for six months. Destroy logs more than six months old during seventh month.
18	DCI CONTROL LOG Consists of a record of cables forwarded to the DCI and contains cable number, source of cable subject and time delivered.		1.0	Permanent. Disposal not authorized. Cut off each calendar six months (Jan-June and July-Dec) and file with corresponding six months block of DCI cables (item 12 above) to serve as an index.

FILE IDENTIFICATION

VOLUMES

DISPOSITION INSTRUCTIONS

ITEM NO.			
19	<p>CIA STATION LOGS</p> <p>Consists of form 801 used to record most current receipt of incoming cables by individual station or base. Maintained on flexoline panels in control section and serves as index for CIA incoming cables filed numerically in LEKTRA files. (Item 9 above).</p>	<p>SECRET</p>	<p>Temporary. Disposal not authorized. Retain in local files area for three months. Thereafter transfer to Cable Reference Section for microfilming.</p>
20	<p>NON-CIA STATION LOGS</p> <p>Consists of modified forms 801 used to record receipt of cables from all non-CIA agencies. Maintained on flexoline panels in control section and serves as index for non-CIA cables. Filed numerically in LEKTRA file. (Item 8 above).</p>	<p>3.0</p>	<p>Temporary. Retain in control section for indefinite periods. <u>Low</u> volume station logs will be retained until completed; <u>high</u> volume station logs, after being completed will be retained for three months. Completed cards more than three months old will be destroyed.</p>
21	<p>DOCUMENT RECEIPT FILES</p> <p>Consists of the signed copies of cables and reports receipts reflecting receipt by other offices of cables disseminated by this office.</p> <p>A. Form 240 receipt covering TS cable deliveries. Filed chronologically</p> <p>B. Form 898, CIA Reports Receipt Returned signed copies which accompanied disseminations of Reports to non-CIA departments and agencies.</p>	<p>0.3</p> <p>3.0</p>	<p>Temporary. Maintain a three month level; thereafter destroy oldest month during fourth month.</p> <p>Temporary. Maintain a three month level; thereafter destroy oldest month during fourth month.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
22	RESTRICTED DATA FILE		Undetermined. File set up in accordance with AEC requirements that restricted data be controlled and available only to persons holding "Q" clearances. In Cable Secretariat these
25X1A	Two drawer desk safe located [] office (No material received for file)		[]
23	CERTIFICATE OF DESTRUCTION FILE FOR TOP SECRET NON-CIA CABLES		25X1A
	Consists of unnumbered form log maintained (1954-1961) by OCR/DD/CB under Schedule #24-59 dated 7 Nov 1958, item 171 recording the destruction of all non-CIA TOP SECRET cables. Filed chronologically.	0.0	Temporary. Destroy 10 years after destruction of documents retired to Records Center under Job #66-203 authority RAS memo dated 12 Aug 1964.
24	TOP SECRET LOGS	0.4	Temporary. Destroy 10 years after destruction of documents.
	Consists of forms 801 TS used to record assigned TSC control numbers and full description of CIA and non-CIA cables, processed by Cable Secretariat. Log serves as certificate of destruction performed in blocks of 50 items become one year old.		
25	ACTION COPY RECEIPT FILE	10.0	Temporary. Maintain for 4 months. Destroy receipts more than 4 months old during 5th month.
	Receipts signed by Action Units covering delivery of action copy sets. Filed in numerical order in Power Shelf file.		
26	MASTER REQUIREMENTS FILE	4.5	Temporary. Retain indefinitely updating as frequently as required.
	Maintained on Flexoline Panels to facilitate change. Panels contain requirements for each Agency unit furnished cables.		

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Approved For Release 2002/11/01 : CIA-RDP78-07317A000100350001-5		CLASSIFICATION INSTRUCTIONS	
ITEM NO.	FILE IDENTIFICATION	CLASSIFICATION	DISPOSITION INSTRUCTIONS
27	DEFENSE MESSAGE FILE File copies of JCS-NMCC, Army, Navy and Air messages maintained in Power Shelf File.	SECRET	Temporary. Maintain in chronological order for 1 month. Destroy messages more than 1 month old during 2nd month.
28	DIVISION [] REPORTS FILE Filed by [] serial numbers. Maintained in Power Shelf File.	5.0	Temporary. Maintain for 3 months. Destroy reports more than 3 months old during the 4th month. <i>sum file</i>
29	TELETYPE COPIES File copies of Incoming Military Operational messages which have been disseminated using Teletype copies to avoid necessity of formal reproduction.	4.0	Temporary. Retain for 3 days. Destroy oldest copies during 4th day. <i>sum file</i>

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